



Department of the Army Mass Transportation Benefit Program (MTBP) Outside the National Capital Region (NCR) Guidance for Program Points of Contact



- **This guide is to assist Department of the Army MTBP POCs as they assume responsibility for program management and accountability.**
 - **Who may serve as a POC**
 - **Responsibilities of POCs**
 - **Other key players**
 - **Responsibilities of key players**
 - **Other questions**



- **Who may serve as a MTBP Installation POC?**
 - **Personnel assigned as MTPB POCs are the key players for the successful execution of the MTBP.**
 - **There is no restriction on who may be assigned as a Program POC. The POC may be a military or civilian member, serving in any capacity on the installation. Many installations assign POC duties to employees in a resource management, personnel, or logistics function, but any employee may serve as MTBP POC.**
 - **There is no restriction on the number of POCs that may be assigned at any installation. For installations with a large number of participants, it may be necessary to assign more than one POC to oversee the program, or to have one overall POC with several subordinate POCs assisting with program management.**



- **What are the responsibilities of the MTBP Installation POC?**
 - **Ensure proper execution of the MTBP in accordance with Executive Order 13150 and DoD and HQDA policy guidance.**
 - **Complete the “POC Registration Information” form and send it to both the DOT Army Account Manager, and the MTBP DA Program Manager.**
 - **Ensure that all military members and civilian employees who are employed by/stationed at the installation are aware of the benefit's availability.**
 - **Be familiar with your area's mass transit commuting alternatives, and be prepared to provide interested participants with information.**
 - **Inform appropriate management that they may require participants to relinquish their parking passes as a condition of enrollment into the MTBP. This decision, and the measures by which the installation enforces it, shall be determined by**

ASA (FM&C)



- **Accept applications for enrollment in the program. Review the application for accuracy, sign it to approve the applicant's eligibility to participate in the MTBP, and process the application with DOT and/or HQDA.**
- **Coordinate with DOT to arrange for distribution of fare media to participants.**
- **Maintain an internal tracking system of participants, including applications, participant information, and fare media receipt and distribution records.**
- **For those participants requesting reimbursement via SF 1164, maintain records of expenditures and provide them to the DA Program POC annually.**



- **Notify higher headquarters and DOT of any changes to POC contact information or POC turnover. Outgoing POCs are responsible for the effective turnover of the program to the incoming POC.**
- **Execute appropriate internal controls for program execution at the installation / local level to ensure proper execution of the program and to maintain proper fiduciary oversight of program resources.**
- **Revalidate participant information with DOT not less than annually to ensure the accuracy of the information for program execution.**
- **POCs may encounter qualified personnel from other military branches or government agencies that require assistance obtaining program information. POCs should assist interested applicants by providing the applicable website for guidance.**



- **Who are the players in the Army's MTBP Outside the NCR?
What are their roles and responsibilities?**
 - **The Office of the Assistant Secretary of the Army for Financial Management and Comptroller (ASA(FM&C)) is the designated Program Manager for the MTBP Outside the National Capitol Region.**
 - **The U.S. Department of Transportation (DOT) serves as the Executive Agent for all Federal agencies, including Army.**



- **Responsibilities of the DA Program Manager:**
 - **Exercise departmental level executive agent duties for the MTBP to ensure compliance with Executive Order 13150. Ensure Army-wide availability of program information through dissemination of policy guidance and website information. Ensure that policy guidance is kept current.**
 - **Negotiate the Memorandum of Agreement (MOA) between the Army and DOT for program support. Renegotiate the MOA between Army and DOT annually or as necessary to ensure continuous service.**
 - **Provide programming and budgeting support for the program in the Army's Planning, Programming Budgeting and Execution system. Develop budget requests and participate in the PPBE process to ensure that the Army program is fully funded.**

~~• Provide general support for installation POCs with questions~~



- **Maintain updated rosters of POCs located at the installation and local level.**
- **Execute appropriate internal controls for program execution at the department level. Monitor and assist subordinate organizations with the internal controls needed at their level to ensure proper execution of the program and to maintain proper fiduciary oversight of program resources.**



- **Responsibilities of DOT as Executive Agent:**
 - **Receive the POC Registration Information form from Installation POCs. Maintain listings of Installation POCs.**
 - **Receive application information from Installation POCs for applicants who are enrolling, re-enrolling, making a change, or withdrawing from the program. Process applications within one month of receipt to ensure the distribution of fare media by the beginning of the following month or quarter.**
 - **Arrange with installation POCs for purchase and distribution of fare media, as applicable.**
 - **Order, obtain, verify, secure, and ship fare media to POCs on a quarterly/monthly basis, in sufficient time to ensure distribution during the first week of the quarter or month, as appropriate.**



- **Provide assistance on policy formulation and program implementation on an as needed basis to ensure execution of the program consistent with regulatory requirements or as requested by the Army.**
- **Maintain a database that identifies all Army employees participating in the program. Ensure that the database and the records are sufficient to satisfy any program audits.**
- **Provide listings of program participants to Installation POCs as requested by the POC.**
- **Provide monthly reports to HQDA of participant usage and reimbursement amounts. These reports will be used to develop the program and budget requirements for the MTBP.**



- **What if I have more questions?**
 - **Check with your installation POC**
 - **Consult the Army's MTBP website at:**
<http://asafm.army.mil/offices/ASA/MassTrans.aspx?OfficeCode=1000>
 - **Consult the “MTBP Program Policy, Procedures and Guidelines” found on the website**
 - **Contact the DA Program Manager (click on the Army MTBP email icon on the website)**